

<div>DEPARTMENT OF THE ARMY</div> <div>JOB DESCRIPTION</div> <div>For use of this form, see CPR 501: the proponent agency is DCSPER.</div>		1. JOB NUMBER	
2. INSTALLATION OR HEADQUARTERS OFFICE U.S. Army Engineer Division		3. ORGANIZATIONAL LOCATION (Complete on organization copy only) Audit Office	
4. CITATION TO APPLICABLE STANDARD AND THE DATE OF ISSUANCE USOPM PCS, GS-511, May, 1982 USOPM PCS, GS-201, Part II, June 1966		5. TITLE Auditor	
		6. PAY SCHEDULE GS	7. OCC CODE 511
		8. GRADE 13	9. FAIR LABOR STANDARDS ACT (X) EXEMPT [] NONEXEMPT
		10. COMP LEVEL	
11. EVALUATION APPROVAL			
TITLE, PAY SCHEDULE, OCC CODE, AND GRADE OF THIS JOB HAVE BEEN FIXED IN ACCORDANCE WITH OFFICIAL POLICY AND GRADE LEVEL STANDARDS			
(Signature)		(Date)	
12. JOB DESCRIPTION APPROVAL (COMPLETE ON ORGANIZATION COPY ONLY)			
a. I CERTIFY THAT THIS IS AN ACCURATE STATEMENT OF THE MAJOR DUTIES AND RESPONSIBILITIES OF THIS POSITION AND ITS ORGANIZATION RELATIONSHIPS AND THAT THE POSITION IS NECESSARY TO CARRY OUT GOVERNMENT FUNCTIONS FOR WHICH I AM RESPONSIBLE. THIS CERTIFICATION IS MADE WITH THE KNOWLEDGE THAT THIS INFORMATION IS TO BE USED FOR STATUTORY PURPOSES RELATING TO APPOINTMENT AND PAYMENT OF PUBLIC FUNDS AND THAT FALSE OR MISLEADING STATEMENTS MAY CONSTITUTE VIOLATIONS OF SUCH STATUTES OR THEIR IMPLEMENTING REGULATIONS.			
(Signature of Approving Supervisor)		(Date)	
b. THIS JOB DESCRIPTION WITH SUPPLEMENTAL MATERIAL IS ADEQUATE FOR PURPOSE OF EVALUATION.			
(Signature of Position Classification Specialist)		(Date)	
13. STATEMENT OF DUTIES AND RESPONSIBILITIES SEE ATTACHED			

SUPERVISORY CONTROLS

Works under the administrative supervision of the Commander and Deputy Commander of _____ Division with supervisory controls limited to discussions of Division program objectives/missions, major policy matters and audit program expectations. Is delegated full authority for planning and directing the regional audit program and for coordinating audit-related activities with other staff elements of the Division Office, HQUSACE, external audit agencies and concerned parties. Work is subject to administrative review in terms of overall results and the value added to the execution of the Division program.

MAJOR DUTIES

1. Serves as the Chief, Internal Review and Audit Compliance Office for the _____ Division, with full responsibility for executing the Army's Internal Review program throughout the region with responsibility for program guidance, technical oversight, and evaluation of procedures and work performed by Internal Review Offices located in the Subordinate Districts. Incumbent ensures implementation of the Army's internal review program and executes a program that it is responsive to the critical needs of the Division Commander, District Commanders, and the senior staff.
2. Serves as the regional expert and principal audit program advisor to the Division Commander, District Commanders, and their senior staffs on all matters pertaining to the internal review program. Provides a Division trouble shooting capability by performing quick reaction reviews of sensitive issues of command concern and provides timely consulting services. Actively participates in the Division major issue decision process providing input based upon audit knowledge and experience. Manages region-wide multi-location internal audits of potential and identified problem areas. Arranges for timely internal review support for emergency operations and manages the emergency audit program. Consulting advice is provided the Commander and staff concerning the AR 11-2 Army Management control program. Facilitates Civil Works and Military Program Contract Audit program issues with the regional and local Defense Contract Audit Agency Office which is responsible for performance of the audits.
3. Responsible for Internal Review program management. Reviews, interprets, and directs Division-wide implementation of audit policies. Establishes and executes an annual Division quality assurance program to evaluate district compliance with government audit standards and agency policy.
4. Acts as the Division point of contact for the Chief Financial Officer Act (CFO) audit. Interfaces with the external auditor performing the annual CFO audit work by scheduling the entrance conferences, in process reviews and exit conferences. Monitors and reports on the status of Division CFO corrective actions. Provides managers consulting advice concerning all aspects of the CFO audit process.
5. Acts as an Audit Manager when performing complex regional multi-location audits using various division and district resources. Audits are conducted at the

request of the Department of the Army, Chief of Engineers or the Division Commander when evidence exists of a widely spread adverse condition. The purpose is to improve performance across district command lines.

6. Acts as the focal point for all external audits and inspection activities. Manages the division audit liaison function which involves all external audit groups (e.g., GAO, USAAA, and CEAO) performing reviews/audits within the command. Specific responsibilities include but are not limited to: (a) notifying Command officials and making entrance and exit conference arrangements; (b) coordinating in process review meetings/briefings; arranging administrative/logistic support; (c) staffing findings, recommendations and reports for development of a Command response; and (d) maintains an audit follow-up system for ensuring that approved actions are implemented for all internal and external audit recommendations. Also monitors and reports on the status of Division actions taken on sensitive issues (i.e., inspections and investigations) identified by the Division Commander for special emphasis.

Serves as the Auditing career program advisor and coordinator for the Division and its districts.

Duties require travel about 30 percent of the time.

Performs other duties as assigned.